

MAINE STATE LEGISLATURE

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**MAINE STATE HOUSING AUTHORITY
26 EDISON DRIVE
AUGUSTA, MAINE 04333**

January 28, 2026

Honorable Matthea Daughtry
President of the Senate
3 State House Station
Augusta, Maine 04333

Honorable Ryan Fecteau
Speaker of the House
2 State House Station
Augusta, Maine 04333

Dear President Daughtry and Speaker Fecteau:

Pursuant to 5 M.R.S.A., Section 12023, please consider this the letter of transmittal for the required report from the Maine State Housing Authority due by February 1, 2026.

Please contact me if you have any questions or need additional information.

Thank you.

Sincerely,



Daniel E. Brennan
Director

Maine State Housing Authority
For The Year Ended December 31, 2025

A. Procurements Greater than \$10,000

Description	Amount	Justification for Waiver
Capital Area Staffing Solutions	\$71,050.43	MaineHousing procured these services via written request for quote in 2022. The vendor expense threshold for this category of procurement is \$250,000 over five years. This threshold was exceeded in 2025. This service will be procured in 2026.

B. Contributions Greater than \$1,000

	Amount	Description
Council of State Community Development Agencies Annual Membership	\$1,500	Advocates for the community development goals of the States, including Housing and Homelessness.
Growsmart Summit 2024/2025 Conference Sponsorship	\$2,000	Focus on building resilient and prosperous futures in rural communities, while preserving their distinct sense of place.
Maine Real Estate & Development Association Annual Membership	\$1,350	Advocates for responsible real estate development and affordable housing.
Maine Real Estate Management Association 2025 Conference Sponsorship	\$3,000	Promotes professional asset management by providing effective leadership through collaborative relationships and educational training programs.
Mortgage Bankers Association Annual Affiliate membership	\$1,350	Advocates for a safe and sustainable real estate finance system.
Preble Street 2025 Conference Sponsor	\$2,500	A conference for service providers working to serve people experiencing homelessness.
National Council of State Housing Agencies Annual Membership	\$35,547	National trade association for state housing finance agencies. Provides significant technical resources, professional staff training, information sharing, and effective advocacy with Congress and the Administration around housing issues.
	Amount	Description
National Energy Assistance Directors' Association Annual Membership – LIHEAP and	\$7,197	Provides training, technical assistance, networking, and advocacy for all Low-Income Home Energy Assistance Program (LIHEAP)

LIHWAP		and Low-Income Household Water Assistance Program (LIHWAP) grantees.
New England Resident Service Coordinator Conference Sponsor	\$3,000	Provides training and professional development for Resident Service Coordinators in New England and beyond.

C. Changes to MaineHousing's written policies or procedures.

MaineHousing's Procurement Policy was updated in 2025.

1. Added “emergency repairs” to the procurement threshold that only requires procurement from a single source so long as the emergency repair is under \$5,000.
2. Added “or similar form” as an acceptable way to document procurement as MaineHousing has created additional forms to assist staff.
3. In the “Up to \$250,000” procurement threshold, added clarification that Master Agreements from the State of Maine may only be used as an exception for Non-Federal Funds under the \$250,000 threshold and Federal Funds under the \$10,000 threshold. Also moved the information on where Master Agreements are located and examples of them into the chart under this category rather than having it in the sole source section.
4. Under “Consumable Office Supplies” removed the note about WB Mason as it is covered in the revised language under the “Up to \$250,000” procurement threshold section.
5. Rearranged the order of the sole source procurement reasons and added notes to them to help make clear which can be used for federal funds and which can be used for Non-Federal Funds.

Other minor edits were made to text and formatting for greater clarification. A copy of the Procurement Policy effective May 20, 2025, is included with this report.